



Accessible PC Quick Start Guide

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Introduction

This computer has been set up as an accessible workstation. It has the same software as standard open access lab computers but has additional assistive software and hardware to make it more accessible to users with disabilities.

As some of the assistive technologies with this workstation may not be available in the open access computer labs, please give priority to users who require them.

The following assistive software is installed on this computer:

- ABBYY FineReader 11 (optical character recognition)
- Adobe Photoshop CS6 (image scanning and editing)

JAWS screen reading software is available on the PCs in Accessible Study Rooms 1 and 2, Noreen and Kenneth Murray Library.

The following assistive software is installed on this and all computers in the Open Access Labs:

- Inspiration 9 (mind mapping)
- MindGenius Education V4 (mind mapping)
- Texthelp Read And Write 10 (literacy support)

Making desktop icons and text easier to see

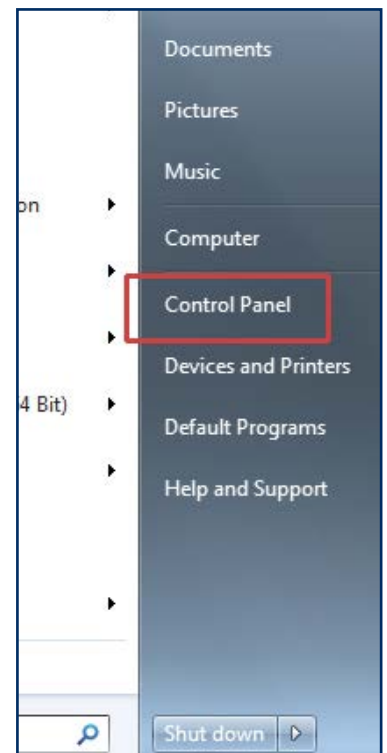


If the desktop windows and text appear too small on this computer, there are several things you can do to make them easier to see.

Change desktop text size

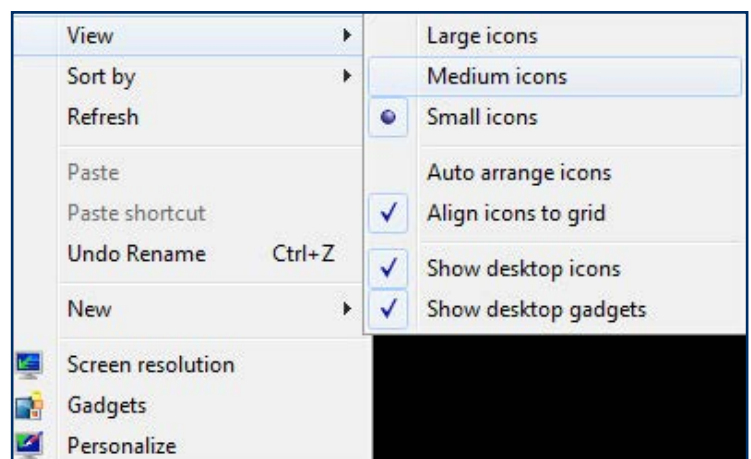
- Open the **Control Panel** (Start > Control Panel).
- Select **Appearance and Personalization** from the list of options, then select **Display**. Select the **Medium** or **Larger** radio button to change text size (the default text size is **Smaller**).

Note: The computer will have to be restarted for any changes made in the Display panel to take effect.



Change desktop icon size

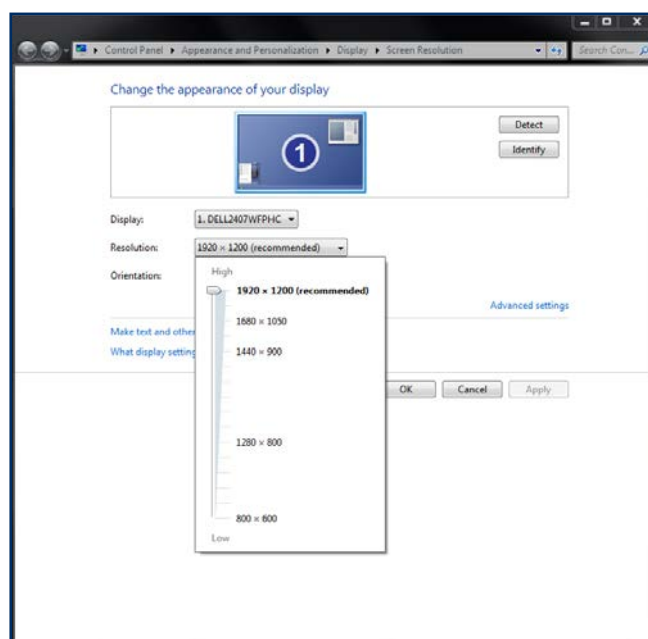
- Right click on a blank area of the desktop.
- From the dropdown menu select **View**, then select **Large icons** or **Medium icons** from the sub-menu.
- The icons will change size immediately if you have altered the setting.



Change screen resolution

You can also make all on-screen objects larger by changing the screen resolution, though this will result in a smaller desktop workspace.

- To change the screen resolution, right click on a blank area of the desktop and select **Screen resolution** from the menu.
- In the **Screen resolution** window, you will see a button displaying the current screen resolution, which will probably be indicated as the **recommended** resolution.
- Press this button and push the slider downwards to lower the resolution.



- When you are satisfied with the selected resolution (you may want to experiment with different dimensions), click the **Apply** button. The resolution will change immediately but a small panel will pop up at the same time allowing you fifteen seconds to reject the resolution change if you prefer not to keep it.

Note: All of these changes will normally be retained when you log into any University open access PC. You can use the procedures above to reverse or make further changes on any open access PC.

Windows 7 Ease of Access Center



The Windows 7 Ease of Access Center provides information, common tools and links which will allow you to make changes to the computer to suit your accessibility requirements.

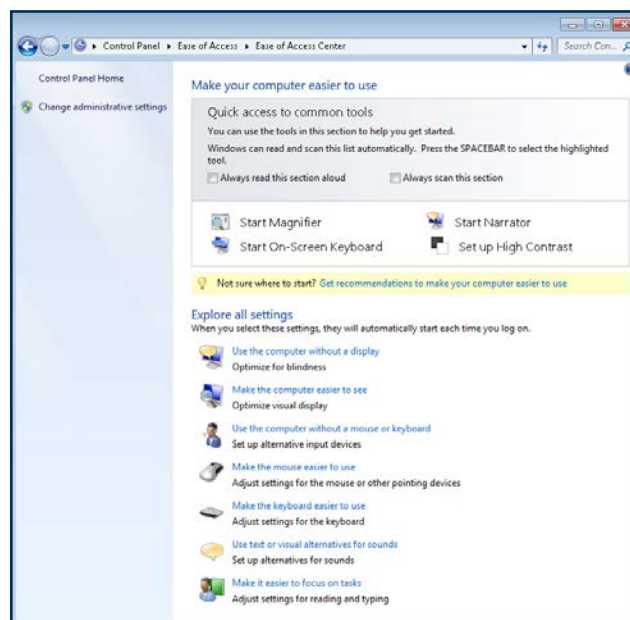
To open the Ease of Access Center, choose:

Start > Control Panel > Ease of Access > Ease of Access Center

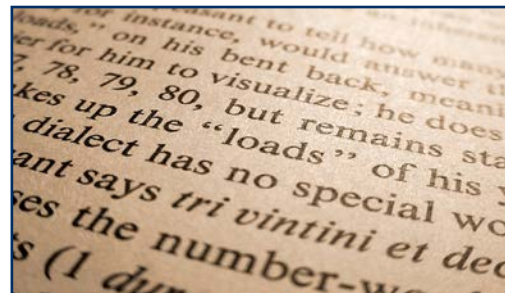
The narration and window scanning options are usually set to 'on' by default and, assuming the computer's sound is enabled or you are using headphones, you will hear the scanning narration immediately after the Ease of Access Center is launched.

Both narration and scanning can be switched off by un-ticking the appropriate boxes in the first section of the Ease of Access Center.

In the same section, you will find Quick Access buttons to the most commonly used accessibility tools; Magnifier, Narrator, On-screen Keyboard and High Contrast.



ABBYY FineReader 11



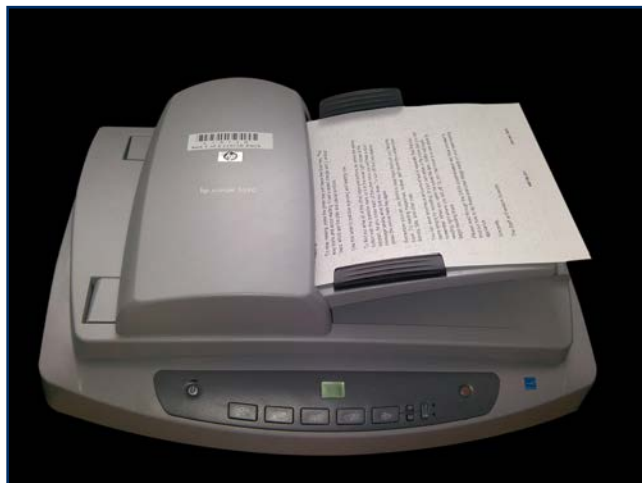
ABBYY converts paper and electronic documents into a variety of accessible formats, e.g. from paper to PDF, or PDF to editable text files such .DOC or .RTF.

The following explains how you can use the program to scan a paper document, correct it using ABBYY's inbuilt OCR and proofreading tools, and then save it as a Word file.

Check that the scanner is switched on and that it is connected to the computer.

Place the document or image you wish to scan in the scanner.

When scanning documents, place these face up in the scanner's document feeder.

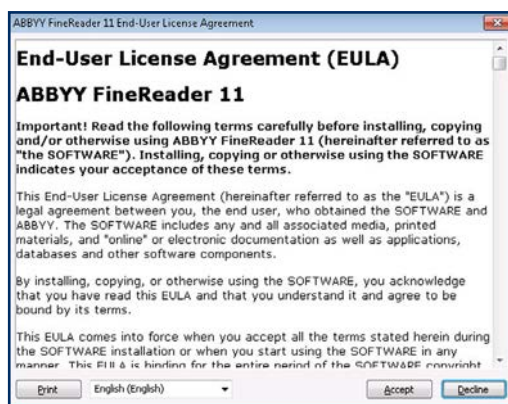


When scanning images, place them face down on the scanner's glass surface.

Note: You can use ABBYY with a scanner which has no document feeder, though multiple document scanning will take more time. If you prefer a scanner with a document feeder, see the Accessible PC location information at the end of this guide. Please be aware that scanners in the Study Rooms are only available to keyholders.

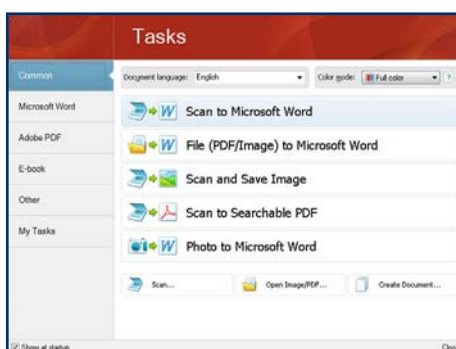
Select **Start > All Programs > ABBYY FineReader 11 > ABBYY FineReader 11**.

When ABBYY launches, click **Accept** to agree to the license.

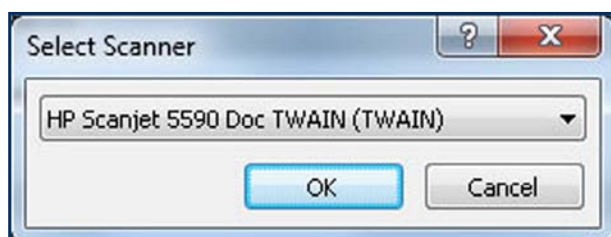


The ABBYY Welcome screen window will now open.

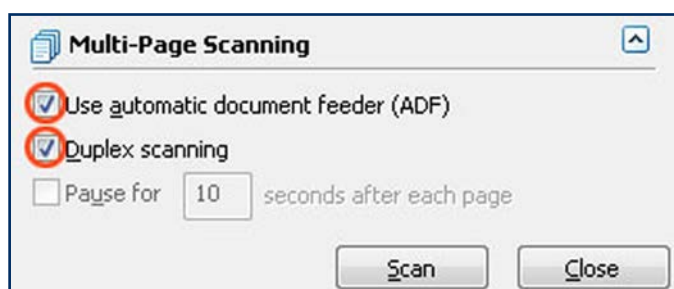
Select your preferred scanning task, e.g. Scan to Microsoft Word.



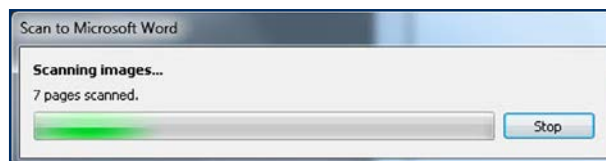
Click **Ok** to confirm the scanner model.



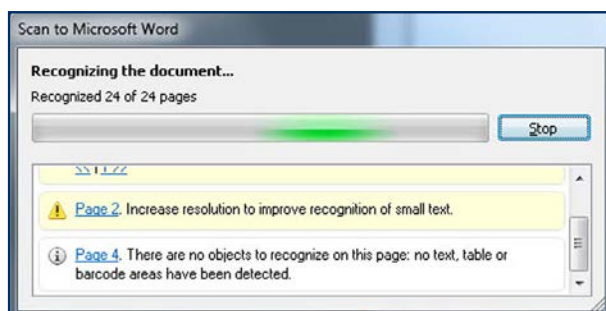
You can now adjust the scanning options. For document scanning, expand the **Multi-Page Scanning** option and tick both boxes.



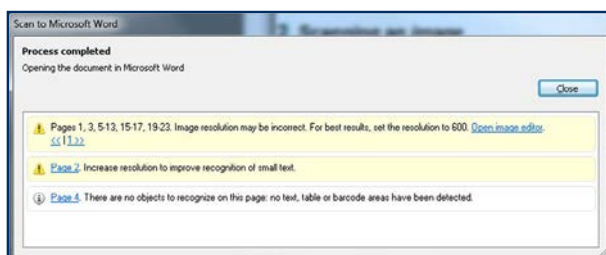
Press the **Scan** button to begin scanning. When scanning is complete, click on the **Close** button.



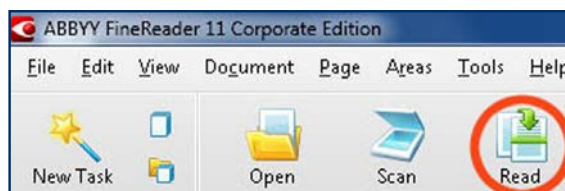
ABBYY will now attempt to recognize the contents of your document before opening it in Microsoft Word.



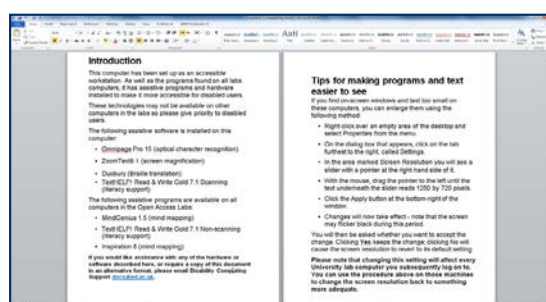
When the Word document opens, you have the option to resolve errors which ABBYY has picked up during the character recognition stage.



When errors have been resolved, press the **Read** button on the ABBYY toolbar at the top of the screen to re-recognize the text before sending it to Word.



A new Word document will open containing your scanned text or image with any edits you have carried out.



Scanning with Adobe Photoshop CS6



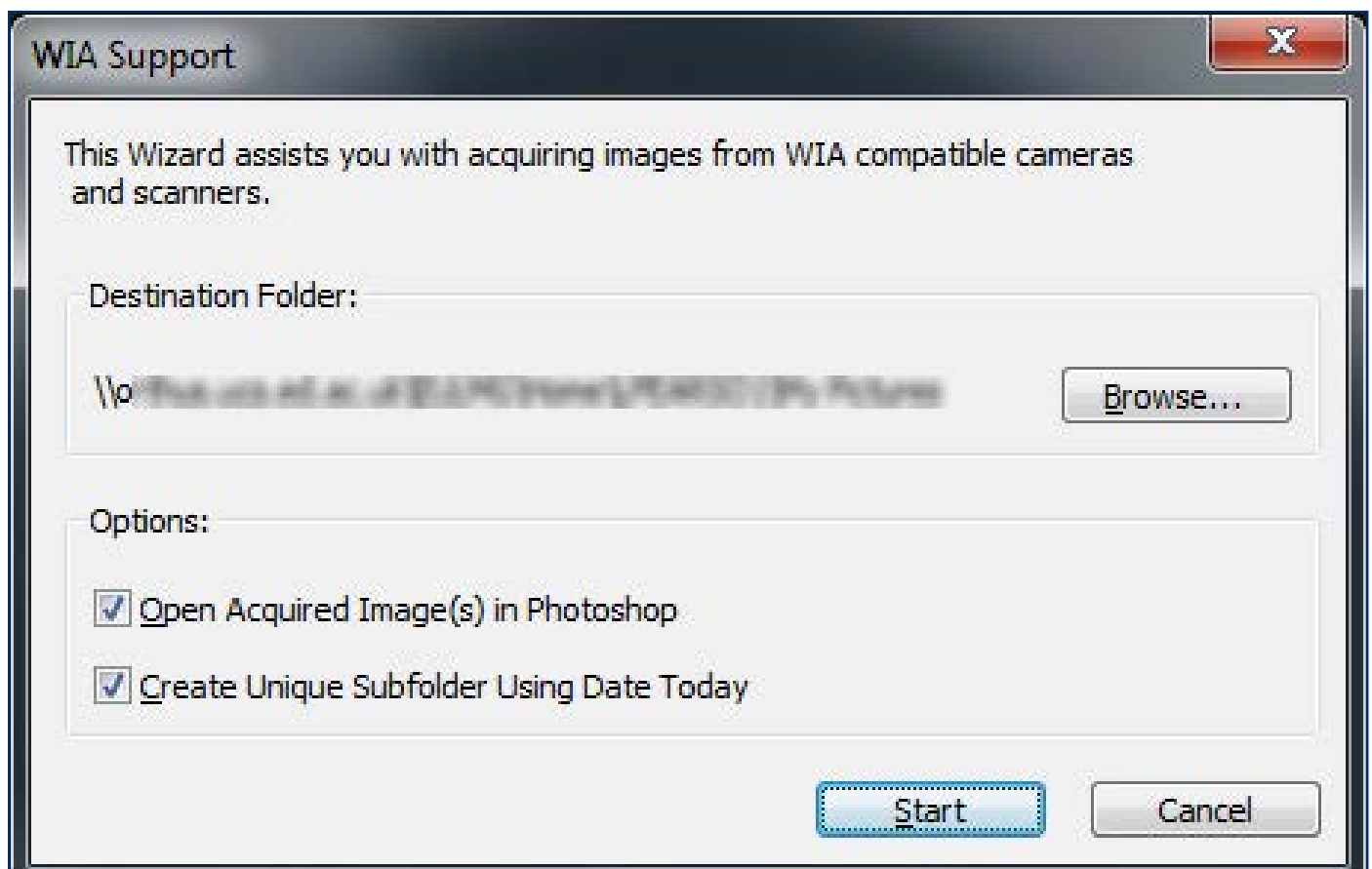
Photoshop can be used to scan images and has many editing features.

The following explains how you can use the program to scan an image, and then save it as a JPEG (or other image file format).

Place the image you want to scan face down on the scanner's glass surface. Make sure the scanner is switched on.

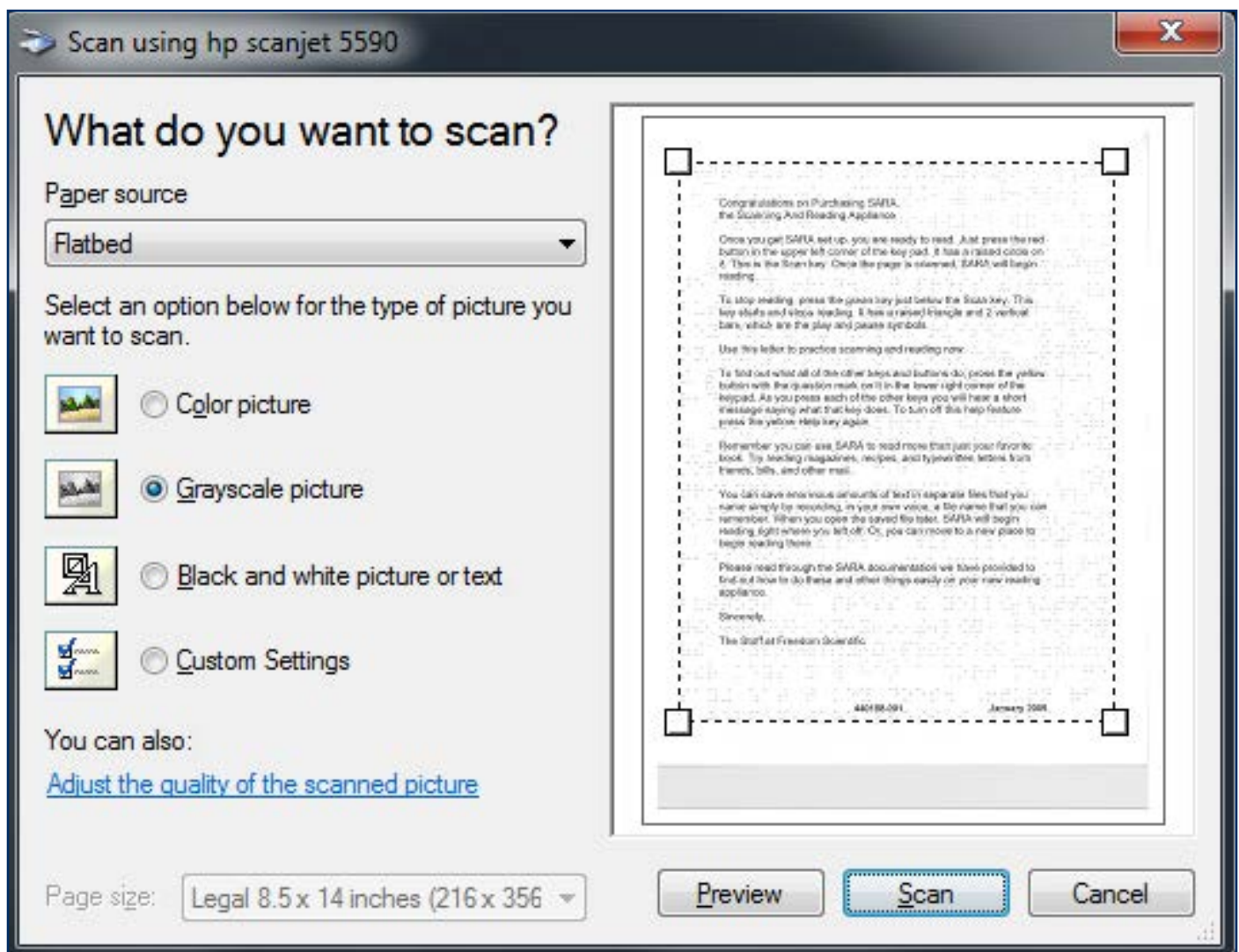
Select **Start > Adobe Photoshop CS6 (64 bit)**

In Photoshop, select **File > Import > WIA Support**. The WIA Support Wizard will open.



Click **Start** to open the Select Device panel. The scanner should be highlighted in the panel (there will usually be only one choice of scanner).

Click **OK** to open the Scanning options window.



Make sure the paper source dropdown menu is set to **Flatbed** and then adjust the remaining options as required.

The image can be previewed prior to scanning. Previewing will allow you to adjust the area to be scanned by dragging the **marquee** edges (the dotted line seen in the above image) to the preferred position.

When you are satisfied with the settings, click the **Scan** button to complete the task.

The scanned image will open within Photoshop where it can be edited and saved to the file format of your choice, including jpg, pdf, tiff, and many more.

Jaws Professional 13 Screen Reader



JAWS Professional 13 screen reading software has been developed for blind and visually impaired computer users.

It helps users access applications for browsing the Web, reading or writing e-mail messages, working with spreadsheets, or accessing databases.

A manufacturer's quick start guide and user manual are kept with this documentation where JAWS is available (JAWS is not available on all Accessible PCs).



Select **Start > All Programs > JAWS 13.0 > JAWS**.

CCTVs



MyReader 2

The MyReader CCTV can digitally capture and store several paper pages for manipulation, as required.

It's a stand-alone unit with integrated monitor. The power button is just below the monitor and it has a separate control pad for adjusting screen colours, reading mode and magnification.

See the large print pamphlet next to each MyReader 2 unit for detailed instructions.

Standard CCTVs

The standard CCTVs work with the computer's monitor. When the CCTV is switched on, pressing the Video (or equivalent) button on the monitor should switch between computer and CCTV video outputs.

Using the buttons, dials and joysticks on the CCTV control panel, magnification and colours can be altered and guide lines added to make reading easier.

Where are CCTVs available?

MyReader 2 CCTVs

- Accessible Study Room 3, 1st floor, Main Library
- Divinity Manson Room Lab, New College
- Accessible Study Room 1, Noreen & Kenneth Murray Library, King's Buildings.

Standard CCTVs

- Law Library, Old College
- Moray House Library, Dalhousie Land, St John Street

Keyboards and mice



Many of the Accessible PC workstations have specialised keyboards or mice attached.

The location information at the end of this document provides more information about the types of specialised keyboard or mouse attached to particular Accessible PCs.

Keyboards available with some of the Accessible PCs include:

Ergonomic

BigKeys

Mini

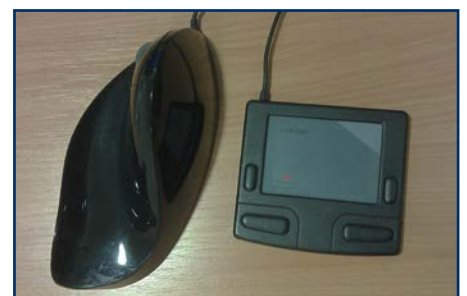


Specialised mice include:

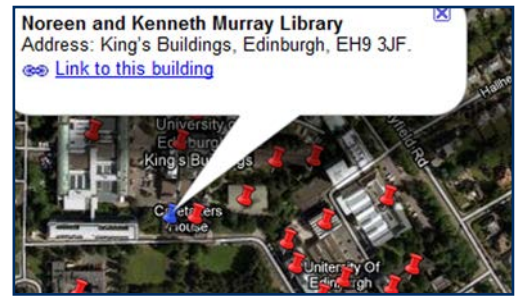
Joystick

Quill

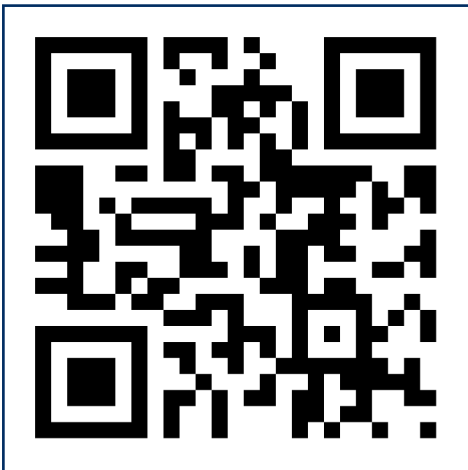
Rollerball



Accessible PC Locations



This section provides information to help you find Accessible PCs around the University campuses and details the hardware available at each workstation.



Campus Maps

<http://www.ed.ac.uk/maps>



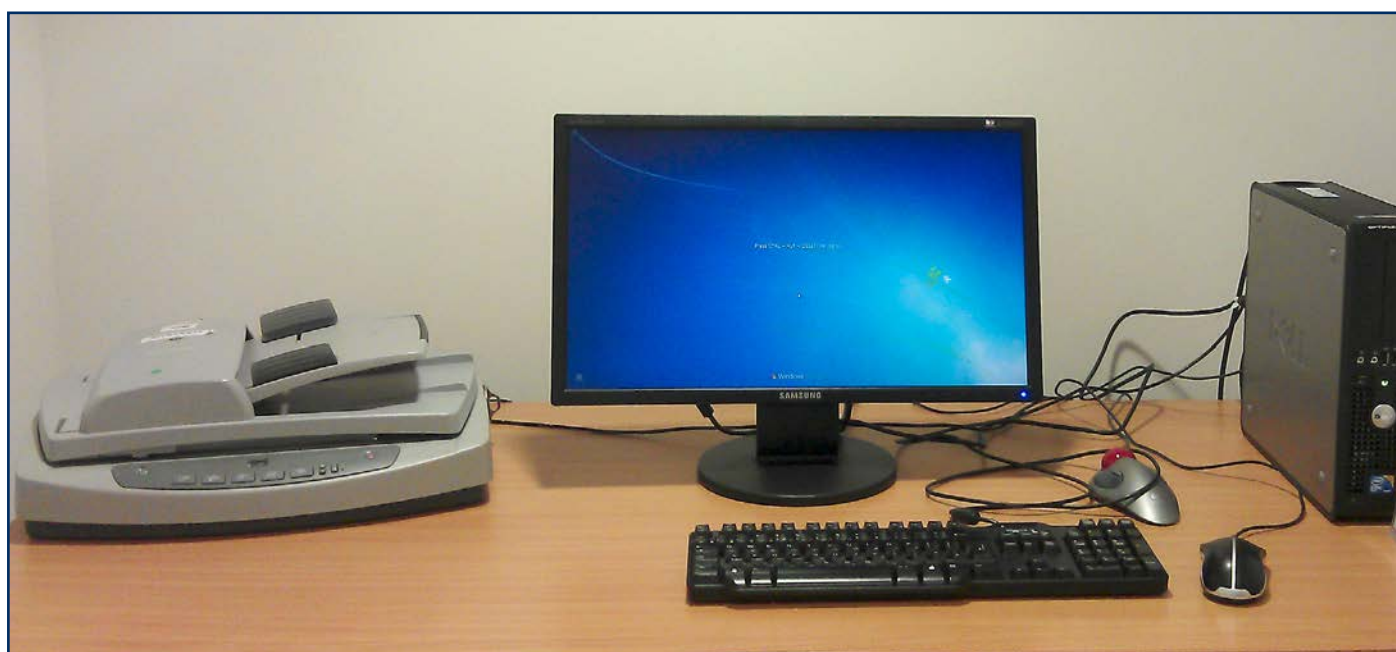
Accessible PCs and Accessible Study Rooms

www.ed.ac.uk/is/accessibility/pcs

Accessible PC Locations: Central Area



Location: Main Library	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Accessibility Study Room 1, Level 1, Main Library	24"	HP ScanJet 5590 with document feeder		Manual adjustment	Kensington Orbital trackball mouse SARA scanner / reader Index Basic Braille embosser



Location: Main Library	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Accessibility Study Room 2, Level 1, Main Library	21"	HP ScanJet 5590 with document feeder		Manual adjustment	Logitech Marble trackball mouse

Acessible PC Locations: Central Area (continued)



Location: Main Library	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Accessibility Study Room 3, Level 1, Main Library	19"	HP ScanJet 5590 with document feeder	MyReader 2	Manual adjustment	Cirque mouse pad Quill left-hand mouse BigKeys keyboard Ergonomic keyboard

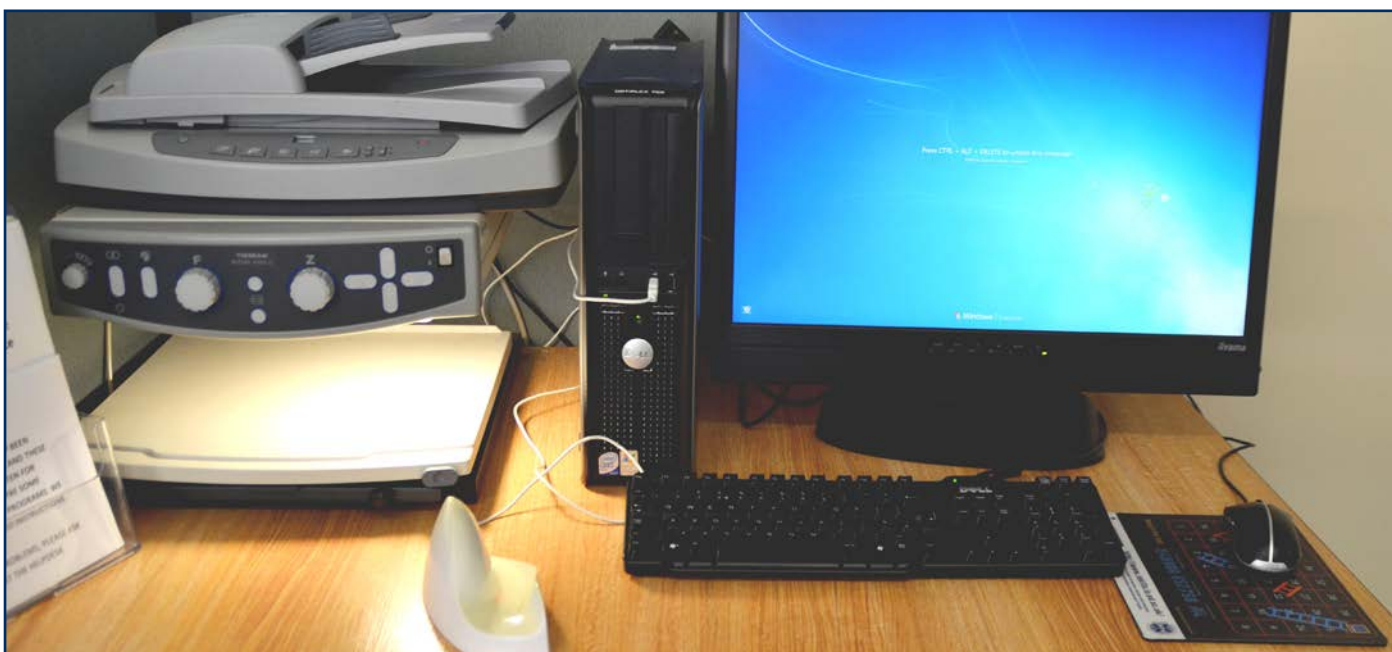


Location: Main Library	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Accessibility Study Room 4, Level 1, Main Library	24"	HP ScanJet 5590p (no document feeder)		Manual adjustment	

Accessible PC Locations: Central Area (continued)

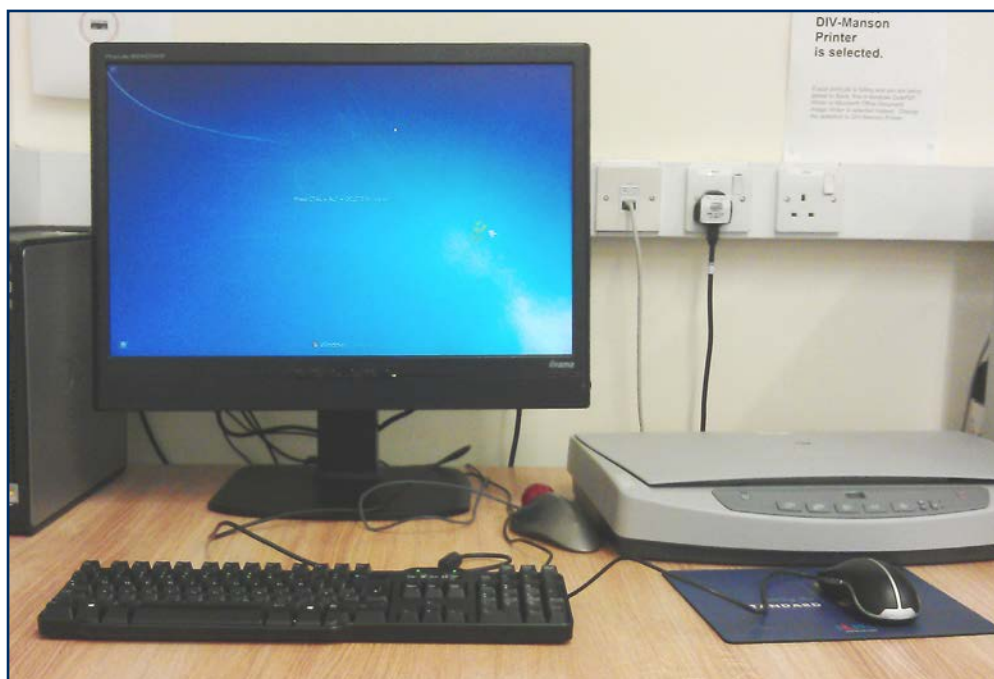


Location: Hugh Robson Building	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Basement Open Access Lab, Hugh Robson Building, George Square	24"	HP ScanJet 5590p (no document feeder)		Motorised adjustment	

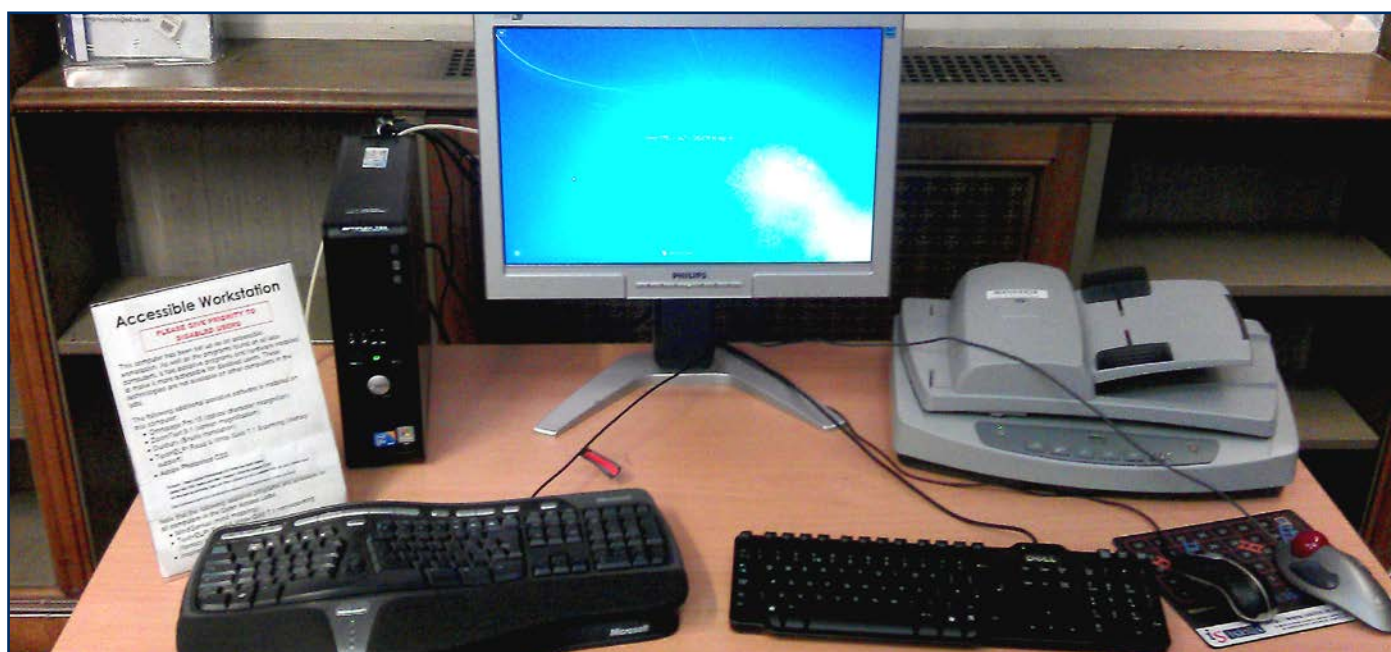


Location: Moray House Library	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Ground level, Moray House Library, Dalhousie Land	24"	HP ScanJet 5590 with document feeder	Tieman	Manual adjustment	AirO2bic quill right-handed mouse

Accessible PC Locations: Central Area (continued)

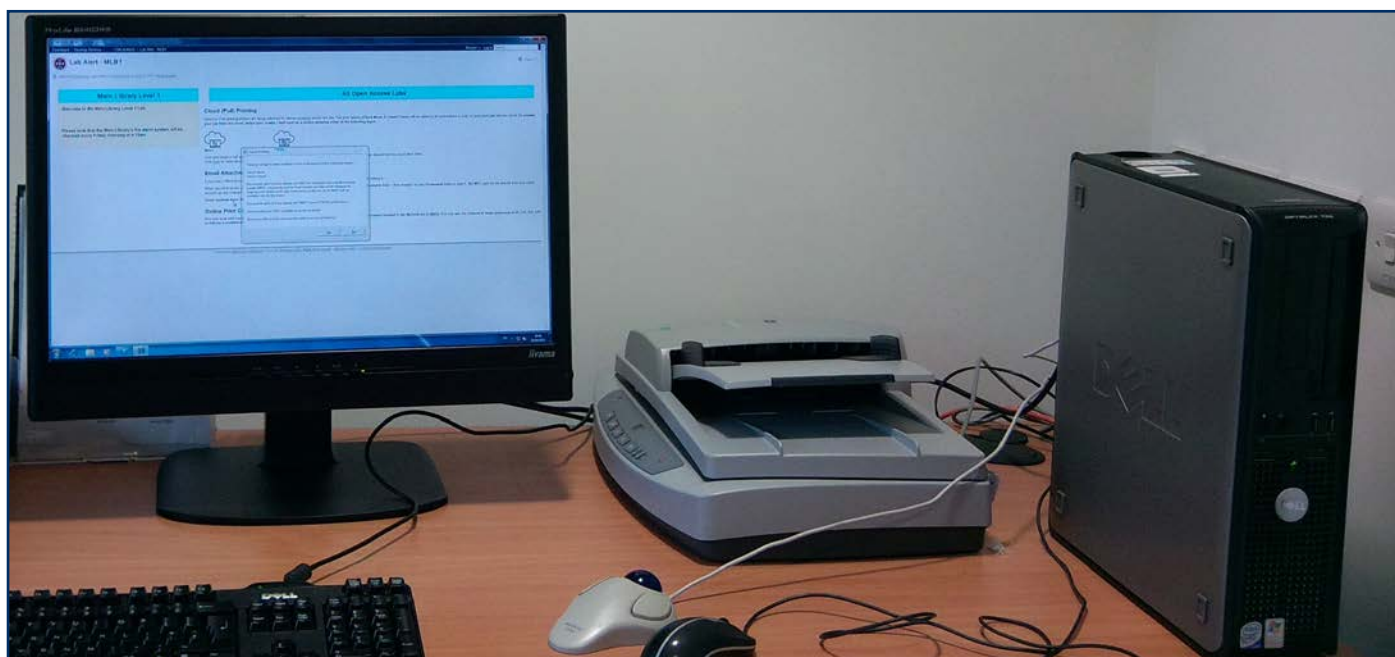


Location: New College	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Manson Room Lab, New College	24"	HP ScanJet 5590p (no document feeder)	MyReader 2	Manual adjustment	Logitech Marble mouse

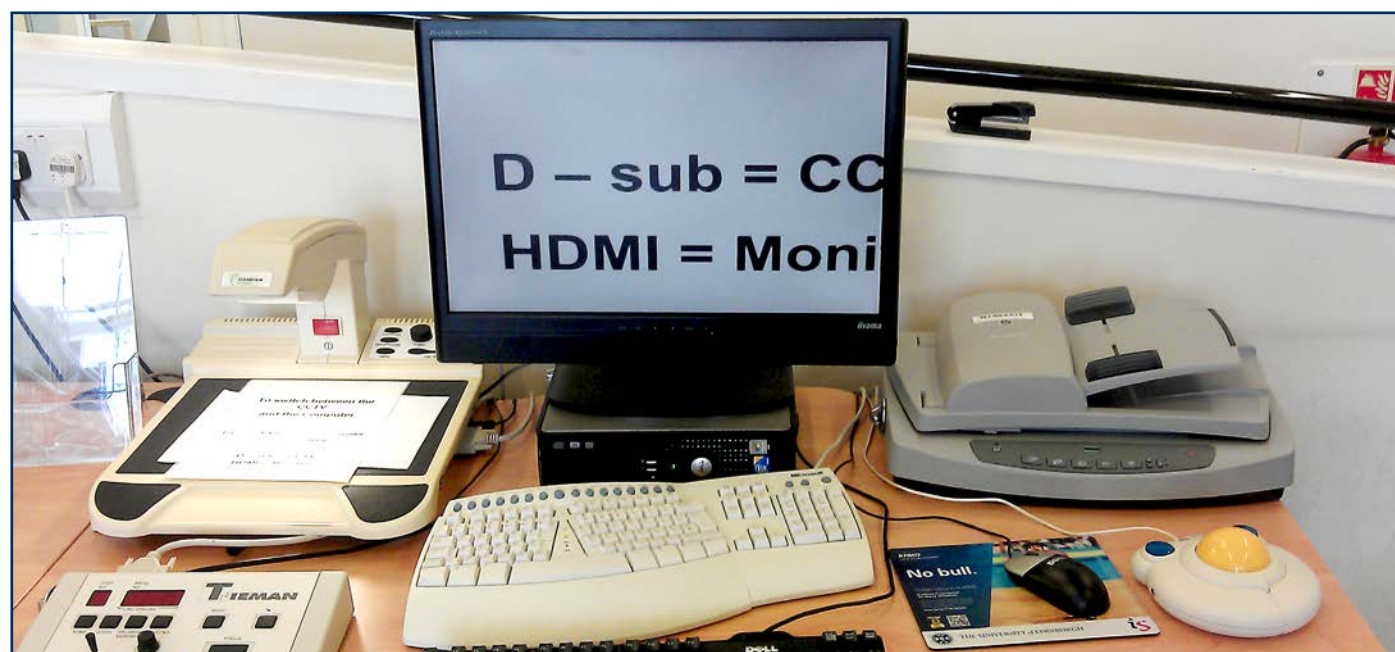


Location: New College Library	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
New College Library, The Mound	24"	HP ScanJet 5590 with document feeder		Motorised adjustment	Microsoft Natural keyboard Logitech Marble mouse

Acessible PC Locations: Central Area (continued)



Location: Holland House	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Holland House Lab, Pollock Halls	24"	HP ScanJet 5590 with document feeder		Motorised adjustment	Kensington Orbital mouse



Location: Old College	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Law Library, Old College	24"	HP ScanJet 5590 with document feeder	Clearview Bright CCTV and Tieman programmable XY table.	Manual adjustment (Handle at Helpdesk)	BIGtrack ergonomic mouse Microsoft Natural keyboard

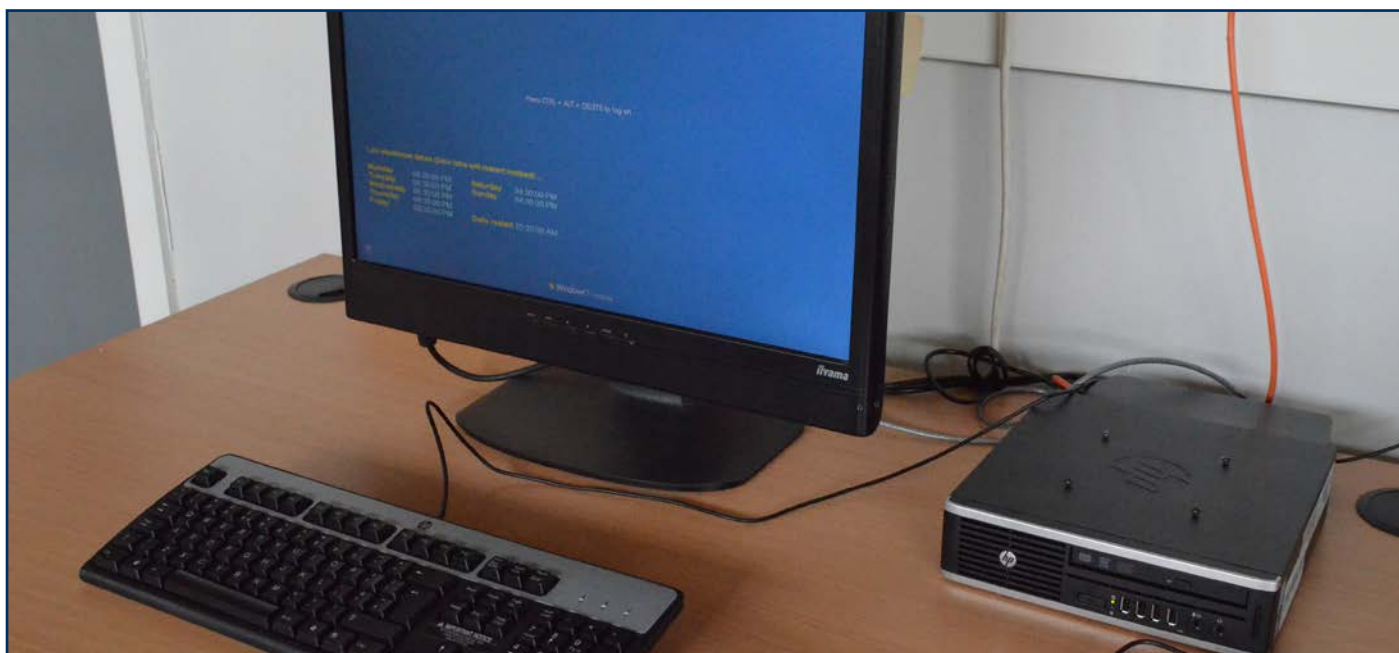
Acessible PC Locations: Central Area (continued)



Location: Evolution House	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Edinburgh College of Art Library, Evolution House	24"	Epson Expression 10000 A3 scanner		Manual adjustment	Logitech Marble mouse

[Continue to Accessible PCs: King Buildings >>>](#)

Accessible PC Locations: King's Buildings



Location: James Clerk Maxwell Building	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Open Access Lab, 3210 James Clerk Maxwell Building	24"			Motorised adjustment	



Location: KB Library Study Centre	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Floor 3, KB Library Study Centre	24"	HP ScanJet 5590p (no document feeder)		Motorised adjustment	Mini keyboard & Belkin number pad

Acessible PC Locations: King's Buildings (continued)



Location: Murray Library	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Accessible Study Room 1, Level 1, Murray Library	24"	HP ScanJet 5590 with document feeder	MyReader 2	Manual adjustment	Microsoft natural keyboard 3M Ergonomic right- handed optical mouse



Location: Murray Library	Monitor	Scanner	CCTV	Adjustable height desk	Other equipment
Accessible Study Room 2, Level 1, Murray Library	24"	HP ScanJet 5590 with document feeder		Manual adjustment	Microsoft natural keyboard Sara scanner / reader 3M Ergonomic right- handed optical mouse

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